

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3655

**TITLE:** MENTAL HEALTH COUNSELOR

**GRADE:** S-19

**DEFINITION:**

Under close clinical and administrative supervision, serves as a secondary therapist, performing a limited variety of psycho-educational training and treatments; may serve as the sole counselor on a night or weekend shift, independently performing a limited variety of professional treatment services; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Mental Health Counselor differs from the Assistant Residential Counselor in that the Mental Health Counselor serves as secondary counselor, performing a limited variety of professional treatment services whereas the Assistant Residential Counselor performs paraprofessional educative and administrative duties in a residential treatment program.

The Mental Health Counselor differs from the Mental Health Therapist in that the Mental Health Counselor serves as secondary therapist performing a limited variety of professional treatment services, whereas the Mental Health Therapist serves as a primary therapist.

**ILLUSTRATIVE DUTIES:**

Functions as a co-therapist in groups;  
Prepares draft treatment plans for review, with consideration given to the nature and severity of the mental health problem, family and job-related circumstances, legal complications, individual and family histories, physical condition, and other pertinent factors;  
Presents cases for staff discussion;  
Provides individual counseling involving specific concerns;  
Conducts intake interviews and supervised assessments;  
Provides input to senior clinicians on treatment plan development and assists with its implementation;  
Shares information and discusses prevention and treatment methods and techniques in conjunction with peers and other professionals;  
Provides orientation and education sessions for clients, family members, and significant others;  
Provides information on referral services for individuals, families, and other concerned persons;  
Provides liaison with physicians and other service providers;  
Provides training and assists clients in developing and practicing living and empowerment skills;  
Anticipates crises and provides intervention in crisis situations within a limited range of events;  
Organizes and maintains client files;  
Maintains all appropriate client records according to governing standards.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles, theories, and methods of the psychological and social development of individuals;

Considerable knowledge of community resources including relevant public and private organizations;  
Knowledge of counseling and interviewing techniques;  
Ability to recognize external behavioral symptoms of mentally ill individuals, who may concurrently exhibit signs of substance abuse;  
Ability to establish rapport and maintain effective relationships with clients;  
Ability to develop and maintain effective working relationships with co-workers and the general public;  
Ability to communicate effectively, both orally and in writing;  
Ability to maintain records and prepare reports.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university with a bachelor's degree in psychology, social work, or a related field.

**CERTIFICATES AND LICENSES REQUIRED:**

Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB, for positions in residential programs;  
MANDT Certifications within six (6) months of appointment and annually thereafter, for positions in CSB residential services;  
First Aid and CPR certification, within 90 days of appointment and maintained throughout CSB employment, for positions in residential programs;  
Medication Administration Assistance Certification within 90 days of appointment, for positions in residential programs.

**NECESSARY SPECIAL REQUIREMENTS:**

Criminal background record check;  
TB screening upon hire and annually thereafter.

REVISED:	July 18, 2000
REVISED:	June 26, 2000
ESTABLISHED:	May 23, 2000